



**Draft Minutes - Board of Directors Teleconference  
 December 19<sup>th</sup> , 2016 – 1:00pm to 2:00pm (EST)**

**Teleconference**

Item #	Description	Action
1	<p><b>Call to Order</b></p> <p>The meeting was called to order by Abe Taqtaq at 1:00pm sharp.            Attendees: Simon Resch, Abe Taqtaq, Tania Lee, Philippe Bachand, Cam Bissonnette and Laurie Karson.</p> <p>Abe welcomed the newly elected FDSA Board of Directors to the call. He noted that the call was to discuss some key issues prior to the New Year including some updates on key GR topics, finalization of live Board meeting and discussion of potential Semi-Annual Meeting.</p>	<p><b>Motion for approval of agenda:</b>            by Philippe Bachand and seconded by Simon Resch for December 19<sup>th</sup>, 2016.. All members voted in favour. No opposition.</p>
2	<p><b>Government Relations</b>  <b>CBSA Program Integrity Review – D432 Update</b></p> <ul style="list-style-type: none"> <li>• Laurie noted that she reached out to Shawn Riel of CBSA to garner an update on the status of the process in which CBSA is reviewing the D432. She provided the board the email communication from Mr. Riel which essentially noted that they will provide us in the New Year a draft policy of D432 for our review and comment. They are reviewing our historical opinions on this matter as part of the review.</li> </ul> <p><b>CBSA Lease Rate Review</b></p> <ul style="list-style-type: none"> <li>• Mr. Chenard of CBSA has been very transparent with the process and consultations of the lease rate review. Several stores are impacted by this review since they rent land from CBSA. Laurie provided board with the CBSA interview questions impacted stores received as per their individual store interviews that have been conducted throughout December. The only store yet to have their interview conducted is Cam Bissonnette who is scheduled for the week of Christmas.</li> <li>• Philippe Bachand noted that his interview went well and there were quite a few questions from CBSA such as the services they provide to the public. He noted that the reason for the detailed questions is that CBSA is trying to identify further credibility for the stores as per their justification of upcoming rental agreements. For example, if a store provides multiple services to the travelling public, this may assist in a store in a more fair rental agreement. It was noted by CBSA that this process should be complete in March 2017.</li> </ul>	<p><b>ACTIONS: Laurie will contact CBSA in the New Year for further updates on D432.</b></p>

	<p><b>Tobacco Committee</b></p> <ul style="list-style-type: none"> <li>• Simon has noted that he believes that the FDFA should consider a sub committee to the GR Committee on Tobacco issues such as plain packaging, illicit tobacco, etc.</li> <li>• Given that the FDFA does not have a formal GR Committee yet established, the GR Committee would have to make this decision, and then propose to the Board for final approval i.e. review of mandate, committee composition, etc.</li> </ul> <p><b>CBSA Operator’s survey and CBSA Verification Communication</b></p> <ul style="list-style-type: none"> <li>• Laurie provided the CBSA consolidated operator survey results and CBSA’s timelines and actions noted.</li> <li>• She also provided an email communication from CBSA on their review of verification process (audits) and more consistent customs communications to the public. There were complaints from some operators on officers providing different tobacco information to the public that was not consistent with policy.</li> </ul> <p><b>FDFA Semi-Annual Meeting (Business &amp; Professional Development)</b></p> <ul style="list-style-type: none"> <li>• Abe noted that we should discuss given time sensitivities if we plan on hosting a semi-annual meeting in 2017.</li> <li>• Laurie noted the attendance at the various meetings, and it was noted that last year, we hosted in Las Vegas at the end of Feb. and due to the RFP situation, this was the core topic amongst the operators.</li> <li>• Many board members see value in meeting, but some do not see the value in retail topics, but would like to see more industry related issues discussed i.e. GR, etc.</li> <li>• Laurie noted the advantages of hosting in conjunction with IAADFS which is being held at the end of March 2017. This may not give the board enough time to develop a proper agenda.</li> <li>• Tania noted that we should consider a Canadian city and Laurie noted we could consider hosting in Ottawa in May, before the house rises. Cam and Philippe noted they would like an Ottawa option considered if this is a decision moving forward.</li> </ul>	<p><b>ACTION: Once GR Committee for 2017 has been established, the GR Committee to review whether they want a consider a tobacco sub-committee for proposal to Board.</b></p> <p><b>ACTION: Prior to Laurie providing the operators with the CBSA communication on verification and communication, she will send to board for comment or additional questions.</b></p> <p><b>ACTION: Laurie to provide board several options with budget considerations at the live board meeting at the end of January.</b></p>
	<p><b>Live Strategic Board Meeting 2017</b></p> <ul style="list-style-type: none"> <li>• Board agreed to a live strategic board meeting in January 2017 in conjunction with the Toronto Gift Show. Laurie presented a draft budget and a day and half potential agenda on Feb. 1<sup>st</sup> and half day Thursday, Feb. 2<sup>nd</sup>.</li> </ul>	<p><b>ACTION: The Live Strategic Board meeting will only be a one day meeting on Wed. February 1<sup>st</sup>, 2017. Allison will send out a more complete budget and begin travel and hotel arrangements. Laurie and Abe will begin the draft agenda and documentation for pre-review by the Board.</b></p>

	<p><b>Convention 2016 and Strategic Convention Update:</b></p> <ul style="list-style-type: none"> <li>Laurie noted that now they have an estimated profit for the 2016 Convention in Toronto at approx..\$198. However, we may owe attrition for lost rooms, which could bring the total profit to approx.. \$190. Once Allison has completed the credit card reconciliations and final hotel negotiations are complete, the FDFA will provide the board with a final convention budgetary analysis.</li> <li>The board discussed some of the delegate survey results as well.</li> </ul> <p><b>Strategic Convention Review:</b></p> <ul style="list-style-type: none"> <li>As per the FDFA Convention, it was agreed that the FDFA would create a strategic convention committee to analyze the current convention and identify changes for the future.</li> <li>Tania Lee, Abe and Simon have agreed to act as the core strategic convention committee members.</li> <li>Laurie noted that having an advisory component of the convention composition would be ideal since many members such as supplier members, i.e. airport member, etc. will want to have input at certain junctures of the review. This will create more transparency and collaboration when final decisions are made. The board agreed that the core Strategic Convention committee will review potential non board advisory members as part of the process i.e. review of specific member survey questions, input from longstanding trade floor members, etc.</li> </ul> <p><b>Membership Discussion:</b></p> <ul style="list-style-type: none"> <li>Laurie noted that based on discussion recently with John Manchella, DFASS consultant, that he noted that Peace Bridge most likely would rejoin the FDFA.</li> <li>Abe noted that he would like to discuss more membership discussions with non-members such as Peninsula, 1000 Islands, Peace Arch, Woodstock and Peace Bridge in the New Year.</li> <li>It was noted the critical importance of membership and identifying issues with these non-members for the viability of the industry association.</li> </ul>	<p><b>ACTION: In January 2017, the FDFA will provide board with full convention 2016 financials.</b></p> <p><b>ACTION: Tania, Abe and Simon will comprise of the Strategic Convention Committee and consider Advisory members for input at periodic times in process. Discussion on next steps will transpire with board in January. Laurie will provide documentation to new committee for consideration prior to board meeting.</b></p> <p><b>ACTION: Abe and Tania will have lunch meetings or other meetings with these non-members to identify issues and/or their re-joining of the association in the New Year.</b></p>
4	<p><b>Adjournment of the Meeting</b>  Next BOD Live Meeting is Wed. Feb. 1<sup>st</sup>, 2017 – location has not yet been identified</p>	Philippe Bachand Adjourned.